

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
May 26, 2011

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 10:03 a.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from April 6, 2011
 - c. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation (DHSTPWG) Summary
 - d. DHSTPWG Meeting Minutes from March 28, 2011
 - e. DHSTPWG Meeting Minutes from April 11, 2011
 - f. DEMA Stationary Generators Memorandum
 - g. FY 2011 Homeland Security Grant Program Guidance Briefing Summary - May 20, 2011
 - h. FY 2011 Homeland Security Grant Program Funded Project
 - i. RMAT – RID Project Team Request
2. March 28, 2011 and April 11, 2011 minutes were reviewed and approved. (**Motion: Allen Metheny; Second: Major Monroe Hudson – Passed Unanimously.**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Interoperable Emergency Communications Grant Update– Courtney Emerson provided a briefing on NECP Goal 2 capabilities evaluation that occurred on May 14 at Dover Downs. The Demonstration was a success. Evaluations will be turned in.
 - b. **Subcommittee Reports**
 - 1) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Bryant Baker briefed RID has accomplished two milestones.
 - 2) Training and Exercise – Subcommittee meeting was held on April 6, 2011 at the Delaware State Fire School in Dover. At the meeting Improvement Plans and WMD training course requests were reviewed. Training requests were received for Advanced Criminal Intelligence Analysis Training; Explosive Ordnance Disposal; Local Government Cyber Security; Agricultural Rescue Training; and IMT All Hazard Unit Leader Positions. All training requests were approved. The following training sessions were held in March: MGT-312, High rise SOW (32 attended); MGT-364, Management of Animal Emergency Response & Recovery (14 attended); and AWR-360 Dealing with the Media (34 attended). MGT-319 Bioterrorism: Mass Prophylaxis Preparedness was cancelled. In April MGT-343 Disaster Management Wastewater Utilities (40 enrolled) was held.
4. **New Business:**

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- a. **Fixed generator requirements** – Jennifer Dittman: A DEMA Memorandum was distributed regarding DNREC’s Stationary Generator data collection requirements. The requirements help ensure that the emissions from stationary generators in Delaware do not further harm to Delaware’s air quality. A form titled, Reg 1144 Initial Notification, was attached. The memorandum and form will aid DNREC in tracking and improving air quality in Delaware.
- b. **Funding Reallocation** – Jennifer Dittman: The following reallocations were presented and approved.

FY06 SHSP, Investment 4 – The GA discipline requests reallocation of \$23,870.00 from cost savings in BIDs 2726, 3286, 2735, 2640,2642, and 2739 (GA physical security projects) to a new BID for physical security enhancement project/camera installation for the City of Dover.

FY08, SHSP, Investment 8 – Kent County EMS has requested reallocation of \$13,718.66 from BID 3218 (Kent Medical Supplies) to BID 3401 (Kent Pharmaceuticals) to replace expiring medication. The medication is allowed per the Authorized Equipment List.
(Motion: Allen Metheny; Second: Dave Mick - Passed Unanimously).

- c. **RMAT/Responder ID Status** – Bryant Baker: Subcommittee met on May 3, 2011 but a quorum was not present. RMAT-RID Project Team requested determination of DTI’s Scope of Work.

- 1) Minimum Scope - “we build it, they will come”
Total Project implementation cost, both systems \$573,094*
 RMAT: \$386,000
 RID: \$187,094
Out year costs, three years total both systems \$783,660
 Yearly average support cost: 261,220
 RMAT, total: %762,060 (DTI, Sunguard, GeoDecisions support)
 RID, total: \$21,600 (DTI costs only)
Remaining funding, assuming DTI buys ORACLE licenses **: \$1,092,396
- 2) Medium Scope - Minimum scope plus process definition, train-the-trainer facilitation, and large-scale database migrations
Project implementation cost, both systems: \$847,094*
 RMAT: \$490,000
 RID: \$357,094
Out year costs: same as above
Remaining funding, assuming DTI buys ORACLE licenses **: \$818,359
- 3) Full Turnkey - Medium scope, plus Organizational Change Management, training management, outreach tools, additional data entry for 10 resource priority agencies.
Total Project implementation cost, both systems: \$1,005,094*

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RMAT: \$583,000

RID: \$422,094

Out year costs, three years total both systems: \$751,260

Yearly average support cost: \$250,420

RMAT, total: \$729,660 (DTI, Sunguard, GeoDecisions support)

RID, total: \$21,600

Remaining funding, assuming DTI buys ORACLE licenses **: \$289,422

*Includes DTI to date charges of \$61,094

**ORACLE licenses purchase by DEMA \$287,226

Motion was made to accept and implement full turnkey option. (**Motion: Allen Metheny; Second: Dave Mick**) (**Motion was withdrawn by Allen Metheny and Dave Mick.**) Motion made to roll call vote for all three options with majority vote to be adopted. (**Motion: Allen Metheny; Second: Dave Carpenter**) A roll call vote was taken. Nine votes for Full Turnkey and three for Medium Scope. Full Turnkey was adopted.

- d. **FY 2011 Homeland Security Grant Program**—The total FY2011 project request needed to be reduced by \$209,346.25. FY 2011 funding is \$5,229,096.00. To reach the target, cuts were made and funding was shifted. It was motioned to shift \$49,380 FY 2010 funding to FY 2011. (**Motion: Dave Carpenter; Second: Allen Metheny - Passed Unanimously**). Motion to transfer \$209,346.25 from RMAT to fund FY 2011 projects. (**Motion: Allen Metheny; Second: Kevin Sipple - Passed Unanimously**). Motion for DEMA Planning Staff to create Investment Justifications for review and approval of HSAC by June 19th. (**Motion: Scott Koenig; Second: Dave Mick - Passed Unanimously**).
- e. **DHSTPWG Chairman Comments**—Director Turner advised that the DHSTPWG will not meet in June or August. A meeting will be held in July, 2011.

5. The meeting adjourned at 11:36 a.m.
6. Meeting Minutes prepared by Janet Berry.
7. **Next Meeting— the next meeting is scheduled for July 18, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster and Roll Call Vote

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Brian Malloy	DE National Guard
Allen Metheny	DE Volunteer Firefighter's Association
Monroe Hudson	Delaware State Police
Absent	Delaware Police Chiefs
Joe Wessels	Delaware League of Local Governments
Absent	Council on Police Training
David Carpenter	NCC Emergency Management
Scott Koenig	KC Emergency Management
Absent	Wilmington Emergency Management
Joe Thomas	SC Emergency Management
Dwayne Day	Public Works
Absent	DE Healthcare Association
Tim O'Hea	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Kevin Sipple	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Absent	Citizen Corps
Working Group Members & Guests	
Kurt Reuther	Department of Safety and Homeland Security
Bryant Baker	Department of Technology & Information
Robert Steward	SC Emergency Medical Services
Julie Moran	Department of Technology & Information
Richelle Edwards	Department of Technology & Information
Thomas Ellis	Department of Justice
Chip Stevenson	SC Emergency Management
Robert Coupe	Delaware State Police
Mike Chionchio	Office of the State Fire Marshall
Delaware Emergency Management Agency Staff	
Jennifer Dittman	Terrorism Preparedness Supervisor
Courtney Emerson	Planner
Will Hayes	Planner
Janet Berry	Technical Assistance Coordinator
David Johnson	Technical Assistance Coordinator

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**Delaware Homeland Security Terrorism Preparedness Working Group
Member Voting Roll Call**

Voting Topic: Motion made to roll call vote for all three options with majority vote to be adopted.

DHSTPWG Voting Members		Option
Jamie Turner	Chairman	
Brian Malloy	Delaware National Guard	Medium
Joe Wessels	League of Local Governments	Full
Allen Metheny	DE Volunteer Fireman's Association	Full
Bill Topping	Police Chiefs Council Representative	N/A
Robert Coupe	Delaware State Police	Full
Bruce Van Goeries	Council on Police Training	N/A
Robert Newman	DE Fire School	N/A
Dave Carpenter	NCC Emergency Management	Medium
Colin Faulkner	KC Emergency Management	N/A
George Giles	Wilmington Emergency Management	N/A
Chip Stevenson	SC Emergency Management	Full
Scott Koenig	Public Works	Full
Suzanne Raab-Long	DE Healthcare Association	N/A
Tim O'Hea	DHSS, Division of Public Health	Medim
Ellen Mallenfant	DNREC	Full
Kevin Sipple	Public Safety Communications	Full
Dave Mick	Emergency Medical Services	Full
Sandra Alexander	Cyber Security/Information Technology	Full
Mark Davis	Department of Agriculture	N/A
Robert George	Citizens Corps	N/A

3 Votes Medium Scope

9 Votes Full Turnkey Scope